

United States Environmental Protection Agency

POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Kansas City, KS

2. POSITION NUMBER

00070116

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Management and Program Analyst	GS	00343	13	999
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE TAMARA FREEMAN			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 7		g.			
c. Office of the Regional Administrator		h. Employing Office Location			
d. Enforcement Coordination Office		i. Organization Code RGAD-ECO 90715000			

8. SUPERVISORY STATUS

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mark J. Hague, Director, Enforcement Coordination Office

d. Typed Name and Title of Second-Level Supervisor

William W. Rice, Deputy Regional Administrator

b. Signature

c. Date

3-17-11

e. Signature

f. Date

3/17/11

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

- ☒ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. PSB Risk Designation

- ☐ 1 Low
☐ 2 Moderate
☐ 3 High
Security Clearance
Required: ☐ Yes ☐ No

c. Financial Disclosure Form

- ☒ OGE-450 Required
☐ OGE-278 Required
☐ No financial disclosure
forms required

d. "Identical, Additional" (IA)

- Allocation This position
☒ may be IA'ed
☐ may not be IA'ed
☐ is limited to current incumbent

e. FLSA Determination

- ☐ NONEXEMPT ☒ EXEMPT*
(*check exemption category)
☐ Administrative
☐ Professional ☐ Executive

f. Functional
Classification
Code

00

g. Bargaining
Unit Code

0011

h. Check, if applicable:

- ☐ Medical Monitoring Required
☒ Extramural Resources Management Duties (_25_ % of time)
☐ This position is subject to random drug testing (_)

i. Classifier's Signature

Jennifer Brown

j. Date

4.4.11

11. REMARKS

Program Management Analyst, GS0343—13
RGAD-ECO
PD#

Introduction

This position is located in the Enforcement Coordination Office within the Office of the Regional Administrator in U.S. EPA Region 7. The incumbent reports directly to the Director of the Enforcement Coordination Office. The incumbent provides confidential advice and guidance to the Office of the Regional Administrator as well as other senior management officials on matters pertaining to compliance, enforcement and environmental justice (EJ). The position serves as a focal point for coordinating policies, procedures, issues, and other matters pertaining to enforcement, compliance and EJ. This would include, but not be limited to, soliciting and synthesizing planning and policy development information from Region 7 program offices, analyzing options, and developing recommended regional positions to Region 7 senior managers. It also involves identifying EJ areas of concern; and serving as a resource to regional and state managers in areas such as compliance monitoring, reporting and data verification, state oversight, enforcement planning and priority setting. This incumbent conducts analysis and assessments to promote implementation and integration of EJ principles in EPA work. The incumbent conducts specialized analysis with respect to the development and enforcement of environmental laws, regulations and policies, and the potential impacts on socio-economically disadvantaged communities and areas of concern. Responsibilities included carrying out programs, policies, and activities that substantially effect human health and/or the environment in a manner that ensures the meaningful involvement and participation by EJ areas of concern, communities and populations in agency decision making and public engagement processes. The incumbent also carries out various special projects and/or initiatives at the request and direction of the Regional Administrator, Deputy Regional Administrator, and Director. The incumbent must have broad knowledge of EPA programs to assure critical analysis, evaluation and coordination of program and EJ issues. In addition, the incumbent provides consultative advice to Senior Staff and other managers, regional staff and officials from other federal, tribal, state and local agencies, in the form of guidelines on interpretation and implementation of policy as set out in statutes, regulations, policy and guidance.

Major Duties

- The incumbent analyzes new/existing program and policy issues and evaluates their actual or potential effect on state, local EJ areas of concern and Region 7 programs. Plans, initiates and conducts (often as team lead) data interpretation phases of various management supported projects. Assures the accuracy and adequacy of project findings. Analyzes results and makes recommendations.
- Performs EJ work relating to the development and implementation of guidance and policy to address environmental concerns and issues, working in close coordination with the Director and Deputy Director. Helps coordinate cross-media and multimedia EJ activities with the participation of the states, other federal agencies, and tribes. Helps integrate these programs into a multimedia program that meets the environmental needs of the EJ population.

- Conducts detailed EJ screens and assessments to determine applicability of EPA programs and practices to EJ areas of concern. Analysis includes use of geospatial mapping, assessment tools, and government demographic, health and environmental data. Conducts analysis to support data quality reviews of EPA enforcement and compliance program data to ensure and certify quality and accuracy. Provides specialized data reporting capabilities and provides training on operation, policies, and data recording procedures.
- Ensures accurate implementation of EPA protocols for implementation of State Review Framework (SRF), state oversight, and other EPA oversight protocols.
- Incumbent serves as a Project Officer. The incumbent is expected to maintain current Project Officer Certification. The incumbent documents baseline monitoring requirements. Reviews applications and manages assistance agreements in accordance with agency policies, federal rules, and applicable regulations. Monitors grantee activities using progress reports, site-visits, desk reviews, as needed, to ensure compliance with agreed upon goals and timeframes. Maintains grant close out schedules as required.
- Regularly coordinates with Region 7 program offices on variety of topics which may impact delegated EJ programs or enforcement programs and related federal, state, and local partnerships.
- Directs overall coordination of federal agency, state and/or community EJ partnerships or enforcement programs within Region 7. The incumbent coordinates planning activities between Region 7 and Region 7 states. The incumbent may be called upon to resolve complex program and project issues. Problems may be highly complex, involving different media programs and may require the development of strategies and schedules to resolve.
- The incumbent will solicit feedback from senior managers within Region 7 as well as with key officials, managers and staff within states and local communities, to identify and determine EJ, enforcement and compliance issues or conflicting program requirements and develop solutions to complex project issues acceptable to all parties and interests involved.
- The incumbent will be called upon to provide outreach and technical assistance to entities such as states, local governments, and communities on controversial, precedent setting situations. The incumbent is expected to evaluate divergent professional opinions and define feasible options, including the consequence of their adoption. The incumbent is expected to be original and creative in seeking solutions lacking precedent.
- Serves as a regional and/or national authority in providing expert advice and assistance to senior management officials, other regions, headquarters and other federal, state, and local agencies on matters relating to the development, execution, and monitoring of environmentally significant and highly visible policies, plans, and programs affecting the region.
- Serves as a Program Specialist and provides expert advice to Senior Management in the development and implementation of concepts, policy guidance, and critical programs.
- Prepares reports, correspondence, and analyses for the Office of the Regional Administrator on identified regional issues and accomplishments. Work with responsible program/organizations to resolve problems in fulfilling planned activities.
- The incumbent is responsible to maintain a high level of confidentiality and is required to

exercise substantial discretion and judgment assisting the Regional Administrator, Deputy Regional Administrator, and Director with actions that have the authority to bind the government to a course of action; to determine budget priorities, and policy.

- Present oral and written reports at conferences, meetings and seminars. Provides expertise for data tracking, presentations, and prepares graphics/outreach materials.
- Identifying, analyzing, and evaluating issues, problems, and emerging trends; developing and recommending changes in operations.
- Assist in review of environmental legislation.
- Responsible for other duties as assigned.

FACTOR LEVEL DESCRIPTIONS

Knowledge Required By The Position (Level 1-8, 1550 points)

- Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines and processes, and a knowledge of planning, acquisition, and management process to prepare long-range and short-range planning guidance in accordance with broad agency program policies and objectives. The work requires ability to direct complex studies requiring application of advanced analytical and statistical methods and techniques.
- Mastery of communication principles, methods, practices, and techniques is required that enable the incumbent to plan and develop information approaches and represent the region before communities, non-governmental organizations, elected representatives with regard to highly visible policies, plans, and programs.
- Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. In addition, comprehensive knowledge of the range of laws, policies, regulations, and precedents applicable to the administration of one or more programs is needed.
- Knowledge of substantive nature of program and activities; EPA missions, policies and objectives; management principles and processes.
- Knowledge of the design and conduct of comprehensive management studies where the boundaries of the studies are broad and difficult to determine in advance; i.e., the actual limits of the project are developed as the study proceeds. Study objectives are to identify and propose solutions to management problems which are characterized by their breadth, importance, and severity, and for which previous studies and established management techniques are frequently inadequate.
- Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.
- The ability to effectively communicate, both orally and in writing. The ability to organize and present data and other information in a clear, concise manner.

Supervisory Controls (Level 2-4, 450 points)

- The supervisor sets the overall objectives and resources available. The employee and the supervisor, in consultation, develop the projects, deadlines, and other parameters of the work necessary to improve regional and national program operations and further environmental protection.
- The employee is responsible for independently planning, developing, coordinating, and evaluating programs, projects, activities, or other work to determine methods and approaches to resolve conflicts that arise, and for keeping the supervisor informed of controversial matters. Completed work is normally accepted as authoritative and is reviewed by the supervisor for such matters as fulfillment of objectives, compatibility with other work, and effect on achieving overall Agency strategic goals and objectives.

Guidelines (Level 3-4, 450 points)

- Guidelines include EPA and federal rules, regulations, methodology, practices and theory related to the programs assigned. The employee operates within broad program guidelines, including general administrative policies, EPA regulations, public law, and precedents. The available guidelines provide general direction, but do not have specific applicability to the wide variety of situations encountered. The employee uses a high degree of initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies, providing the supervisor comprehensive recommendations on circumstances requiring significant deviation from existing guides.
- The position further requires that the incumbent be thoroughly familiar with the entire organizational structure at the regional and national level, numerous programs, projects, and activities.

Complexity (Level 4-5, 325 points)

- Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major administrative programs of an agency. Studies are often complicated by the need to consider and evaluate the impact of changes in legislative and regulatory requirements; long-range program goals and objectives; political, economic, and social consequences of changes in the type or amount of services provided; or the changing nature of the program's clients and beneficiaries. Difficulty characteristic of this level is encountered in planning and establishing the long-range program goals, objectives, and measurement criteria.
- Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program goals and objectives which may derive from changes in legislative or regulatory guidelines, productivity, and/or variations in the demand for program services. Assignments are further complicated by: the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms; and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.
- Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables, which affect long-range program performance. For example, the employee may need to consider and assess the relative advantages and disadvantages of centralizing or decentralizing work operations in organizations with several echelons of geographically separated components. Work may be complicated by the need to develop data about workload and program accomplishments, which is currently unavailable.

Scope And Effect (Level 5-4, 225 points)

- The purpose of the work is to plan and carry out a variety of important special project activities. The work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives. Work at this level may also include developing related administrative regulations, such as those governing the allocation and distribution of personnel, supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.
- Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations, and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions

and programs at these various echelons or locations. Work may affect the nature of administrative work done in components of other agencies.

Personal Contacts (Level 6-3, 60 points)

- This position requires that the incumbent have frequent and responsible contacts with all levels of personnel at EPA-Region 7, Headquarters, and other regional offices, representatives of federal or state regulatory agencies and professional organizations.

Purpose Of Contacts (Level 7-3, 120 points)

- The purpose is to provide advice and influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Physical Demands (Level 8-1, 5 points)

- The work is primarily sedentary, although some slight physical effort may be required.

Work Environment (Level 9-1, 5 points)

- The work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Level 1-8 1550 Points

Level 2-4 450 Points

Level 3-4 450 Points

Level 4-5 325 Points

Level 5-4 225 Points

Level 6-3 60 Points

Level 7-3 120 Points

Level 8-1 5 Points

Level 9-1 5 Points

Total Points: 3190

(GS-13 = 3155-3600 points)

THIS POSITION IS NOT IN THE MEDICAL MONITORING PROGRAM.

THIS POSITION IS NOT IN THE DRUG TESTING PROGRAM.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Recruitment Name _____	<input type="checkbox"/> This position has no extramural resources management responsibilities. <input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time. <input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description. <input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Position Number _____ X _____	
Title <u>Management & Program Analyst</u>	
Series/Grade <u>GS0343-13</u>	
Organization <u>Region 7/RGAD/ECO</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>3-17-11</u>
Personnel Specialist's <u>[Signature]</u>	Date <u>4-4-11</u>

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists) _____

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

_____ %

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☒ Prepares solicitation for proposals
- ☒ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list) _____

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list) _____

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list) _____

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list) _____

Percentage of Time Spent on Grants/Cooperative Agreements Management

25 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list) _____

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list) _____

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

%

ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7

POSITION NUMBER: _____

TRAVEL: # days per month _____

MEDICAL MONITORING PROGRAM REQUIREMENTS

☐ This position IS in the medical monitoring program.

☒ This position IS NOT in the medical monitoring program.

Regional Safety & Health Officer Concurrence: _____

☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

DRUG TESTING PROGRAM

☐ This position IS in the drug testing program.

☒ This position IS NOT in the drug testing program.

Drug Testing Program Coordinator Concurrence: _____

BARGAINING UNIT DESIGNATION

☐ Position is included in the ☐ NTEU (0029) ☒ AFGE (0011)

☒ Position is eligible for inclusion in a BU but currently not covered (7777).

☐ Position is excluded from the BU (8888).

EXTRAMURAL RESOURCES MANAGEMENT DUTIES

☐ This position has NO extramural resources management responsibilities.

☐ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.

☒ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

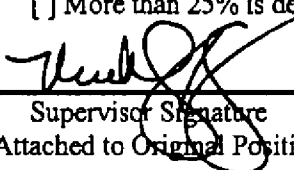
☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY

☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

☐ More than 25% is described in the position description.


Supervisor Signature

3/24/11
Date

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 3/10